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## CHAPTER 3

## LOCAL RECORDS RELATING TO AIRS

301. General

This chapter addresses locally maintained records which provide the reporting custodian with recent historical information necessary for preparation of the aircraft accounting audit report and as an information source for aircraft logbook reconstruction in the event of logbook loss or destruction. The Aircraft Record "A" Card (OPNAV 5442/9) reflects information on aircraft related to service life, XRAY history and flight activity. Reference (a) prescribes the form and content of the aircraft logbook and requires its maintenance for each naval aircraft from acceptance until strike from the inventory. Within the aircraft logbook, the Monthly Flight Summary (OPNAV 4790/21A) is used to record the historical summary of flight activity of the aircraft. Additionally, NADEP and commercial rework activities perform audits of service age of aircraft based on logbook entries and enter audit results on the Monthly Flight Summary under Part I - Service Period.

302. Aircraft Logbook Entries Necessary to AIRS

a. Entries by NASC FS activities. The position of the aircraft in service life will be routinely audited by NADEP and commercial rework activities on each instance of standard rework. In addition to information contained in the logbook, the "A" card facsimile (included in the logbook envelope) contains a record of recent XRAY transactions useful to the service age audit process. The results of the audit will be reflected by entry in Part 1 of the Monthly Flight Summary form. The reporting custodian of the operating command receiving the aircraft will base service age data, as reported via XRAY, in the information provided by this NASC FS logbook entry. When transferring an aircraft to an operating command, NASC FS activities will enter the reference symbols and date of the CNO/COMNAVAIRWARCEN/NAVAVNDEPOTOPSCEN letter or message authorizing issue of the aircraft in the Miscellaneous/History section.

b. Entries by operating activities. Prior to transfer of a damaged aircraft to NASC FS custody, the reporting custodian will ensure sufficient information is available for the receiving activity to report the aircraft stricken, should the decision be made to strike the aircraft. The following will be entered into the Miscellaneous/History section:

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- (1) Date of Accident.
- (2) Reporting custodian at the time of the accident.
- (3) A tentative strike code (so labeled).
- (4) An explanatory comment concerning the circumstances of the damage.

303. Aircraft Record "A" Card (OPNAV 5442/9)

The Aircraft Record "A" Card will be maintained by aircraft reporting custodians. The "A" card will be initiated on receipt of an aircraft, maintained throughout the custody of the aircraft and retained for a 12 month period following transfer or strike of the aircraft. A facsimile of the current "A" card will be included in the manila envelope in back of the aircraft logbook when the aircraft is transferred to another reporting custodian, or inducted into standard or special rework performed at NADEPs or commercial rework facilities. Inservice (physical) custodians will update and maintain the facsimile "A" card and return it with the logbook when the aircraft is returned to the true reporting custodian.

304. Maintenance Of The "A" Card

The "A" card is designed to provide the reporting custodian with a local record history of the aircraft and ready reference for XRAY and flight data used in preparation of the Aircraft Accounting Audit Report, or aircraft logbook reconstruction in the event of logbook loss or destruction.

a. The "A" card will be initiated when reporting receipt of an aircraft by A, Y, G, F or R action code XRAY. Data for initial "A" card entries can be found in the aircraft logbook's Monthly Flight Summary (OPNAV 4790/21A). Aircraft Model is listed in block 1, (Type/Model/Series) and Bureau Number is listed in block 2 (BUNO/Serial Number). The "received from" information can be taken from the movement directive or the latest entry under Part IV, Monthly Data, in block 2 (Reporting Custodian).

b. The Service Life Information section of the "A" card is divided into two parts: Position in Life at Start of Period and Planning Factors for Model for Period. In all cases, OSM shown on the "A" card reflects the number of operating service months as of PED.

(1) Data for entry into the Period and Positioned By portions of the Position in Life Start of Period section are found in the Monthly Flight Summary under Part I, block 2 (Period No.) and block 4 (Activity). Data for PED and OSM will be forecast using procedures found in paragraph 116 of this instruction. In all cases, OSM shown on the "A" card reflects the number of operating service months as of PED.

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(2) Planning Factors for Model and Period portion of this section is developed from reference (b). Operating Service Period (OSP), Operating Service Life (OSL), and utilization rate, if applicable, are listed in reference (b).

c. Each XRAY report submitted on the aircraft is recorded in the OPNAV XRAY Report Transactions section. **EXCEPTION:** XRAYs reporting change of location, fleet assignment or operational status are never recorded on the Aircraft Record "A" Card. XRAY serial number, date of action, action code, status code, PED and EXT, if applicable, will contain entries corresponding to information reported. ASPA/PACE information may be entered in the EXT column since ASPA/PACE eligible aircraft are not eligible for extension. Reason/authority is set aside for brief comments on the reason for the XRAY report. PED adjustments resulting from ASPA deferrals are recorded with the XRAY entry reporting adjustment.

d. The Accumulative Flight Activity section provides the source of total flying hours in period and total flying hours in life.

e. Flying hours (in tenths), flights, catapult launches (cat shots), and detailed landing data which would be required for aircraft logbook reconstruction in case of logbook loss or destruction is recorded in the Monthly Flight Activity section on the reverse side of the "A" card. The information is recorded monthly and upon closeout of the logbook and serves as an alternative source of detailed flight information.

f. The "A" card will be closed out on transfer or strike of the aircraft. On transfer of reporting custody, the final entries will be made using information contained in the receipt XRAY from the receiving reporting custodian. At this time, the transferred to block will be completed and flight and landing data accumulated prior to custody change will be entered. The "A" card (whether transfer or strike) will be retained by the transferring unit for a minimum of 12 months. Exhibit 3-A illustrates a properly maintained "A" card.

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AIRCRAFT RECORD "A" CARD (OPNAV 5442/9)  
(REVERSE)

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